

Notice

Glenn Hegar
Texas Comptroller of Public Accounts

Unclaimed Property Texas Updates

Addition of New Property Type Codes

New for the 2015 reporting cycle is the addition of 18 property type codes. These have a three year abandonment period with the exception of AC09, which is five years.

- AC09 Other deposit accounts
- CS01 Educational savings accounts
- CS02 Educational savings accounts mutual funds
- CS03 Educational savings accounts securities
- CS99 Aggregate educational savings account balances less than \$50
- HS01 Health savings accounts
- HS02 Health savings account investment
- HS99 Aggregate health savings account balances less than \$50
- IR01 Traditional IRA cash
- IR02 Traditional IRA mutual funds
- IR03 Traditional IRA securities
- IR05 Roth IRA cash
- IR06 Roth IRA mutual funds
- IR07 Roth IRA securities
- IR99 Aggregate IRA balances less than \$50
- SC40 Nontransferable certificated shares
- SC41 Book entry shares
- SC42 Securities held by broker/dealer

Submission of Your 2015 Report

As required by Texas Property Code Title 6, your next unclaimed property report is due July 1, 2015. Please visit our website for resources and information needed for the reporting process.

STEP 1: REVIEW OF RECORDS AND NOTICE TO OWNERS

Review your records as of March 1, 2015, and report all property for which there has been no contact with the owners as defined in the Texas Administrative Code Title 34.1.13.3.

The abandonment period is the number of years that you hold the property before sending it to the Texas Comptroller's office. The length of time is based on the type of unclaimed property.

The property types and their abandonment periods can be found in the *Quick Start Reporting Guide* and the *Reporting Instructions Manual*.

- Due diligence notices to owners for property valued over \$250.00 should be mailed no later than May 1, 2015.
- Compare the dates on your records to the dates shown in the table for the applicable abandonment period to determine which property should be included in this year's report.

Abandonment Period	Dates of Last Contact
One Year	03/02/2013 – 03/01/2014
Three Years	03/02/2011 – 03/01/2012
Five Years	03/02/2009 – 03/01/2010
Fifteen Years	03/02/1999 – 03/01/2000

STEP 2: CREATE AND SUBMIT THE PROPERTY REPORT

The report will need to be generated and submitted electronically. We offer two electronic methods, a web-based application and a free software system.

- The Online Express Reporting system allows users to enter unclaimed property data directly via our website. New users must create a profile and register prior to using this system. The user's guide for this system can be found in chapter 3 of the *Reporting Instructions Manual*.
- The Unclaimed Property Reporting System (UPRS) allows users to create and submit their report through this application. The user's guide for UPRS can be accessed by clicking on any of the help topic buttons throughout the application.

For more information, please visit our website at ClaimItTexas.org

- We also accept files created by any commercial reporting system that generates the NAUPA 2 formatted file.

As a reminder, submission of report data on CD or diskette is no longer permitted. Data must now be transmitted through our secure file transfer web portal. In addition, report data must meet the data entry standards outlined in our *Reporting Instructions Manual*. Reports will be subject to rejection if the data does not comply with these entry standards. If rejected, holders will have up to 30 days to re-submit corrected reports. Holders failing to re-submit corrected reports within 30 days will be subject to a daily penalty.

STEP 3: PAYMENT BY TEXNET OR CHECK

The preferred method of payment is ACH credit or debit through the TEXNET program.

- One-time enrollment in TEXNET must be completed by May 31 to meet the July 1 payment deadline. Complete the Unclaimed Property Holder Payor Form #53-316 and mail or fax the application to the Cash Management address shown on the form. If you are already enrolled for unclaimed property, go to <https://texnet.cpa.state.tx.us>, where you initiate your payment. Your remittance can be scheduled up to 30

days before your payment is due. The information is warehoused and your funds are not transferred until the date you designate.

- Make checks payable to Texas Comptroller of Public Accounts Unclaimed Property and include the Payment Form (53-119) with your check. This form can be automatically generated with the Online Express System or our reporting software application. This form can also be printed on demand at the following website address: comptroller.texas.gov/up/forms.php
- Make sure to include the confirmation number you received when your report was transmitted.
- Mail the form with your check to the following address:

Texas Comptroller of Public Accounts
Unclaimed Property Division
P.O. Box 12019
Austin, Texas 78711-2019

- For courier delivery of checks use the following address:

Texas Comptroller of Public Accounts
Unclaimed Property Division
111 E. 17th St.
Austin, Texas 78774-0100

USING THE COMPTROLLER'S WEBSITE

For Internet Access	Web Address
Holder Report Upload	comptroller.texas.gov/up/online_express.php
Reporting Overview	comptroller.texas.gov/up/reporting.php
Download Reporting System Software	comptroller.texas.gov/up/up_disk.php
Unclaimed Property Forms	comptroller.texas.gov/up/forms.php
Texas Quick Start Reporting Guide	comptroller.texas.gov/up/forms.php
TEXNET Enrollment Form	comptroller.texas.gov/up/forms.php
Initiate ACH Debit or Credit (TEXNET)	https://texnet.cpa.state.tx.us
Reporting Instructions Manual	comptroller.texas.gov/up/forms.php
Unclaimed Property Statutes	comptroller.texas.gov/up/generalinfo.php
Search for Property and File a Claim	comptroller.texas.gov/up/ or ClaimItTexas.org
Online Express Reporting System	comptroller.texas.gov/up/online_express.php
Texas Administrative Code	www.sos.state.tx.us/tac

CONTACT US

For questions or assistance, contact the Holder Reporting Section at 1-800-321-2274, option 5 or via email at up.holder@cpa.texas.gov.



For more information, please visit our website at ClaimItTexas.org

Sign up to receive email updates on our Web page changes at comptroller.texas.gov/up/reporting.php